



Request for Proposal Website Maintenance - guide.crcamerica.org

The Colorado Grants Guide® (CGG) is Colorado's premier grant research tool and database that contains more than 1200 funders and grants. The CGG is a valuable tool in helping build an equitable grant landscape and helps build the grant-making capacity of nonprofits, which is central to the mission of the Community Resource Center (CRC). The CRC believes in the power of nonprofits to affect change and support thriving communities. Unique to Colorado, this online website helps nonprofits save time, money and energy while researching grant funding.

In 2022, the site underwent a large redesign which increased the site's functionality, ease of use, accuracy, and metrics. The website uses WordPress as its platform and now allows for funders to update their profiles as well as volunteers update profiles, grants, application criteria and guidelines, important deadlines, past grantees and more on an ongoing basis. Customers can use filters to sift through 1000+ funder profiles and grants, save favorites, take, and keep personal notes, set email alerts, and receive email notifications for upcoming deadlines — all in one easy-to-use dashboard.

Scope of Work: Website Maintenance

WordPress and the Colorado Grants Guide® site require monthly updates, backups, security checks and maintenance. To that end, we are looking to contract with a WordPress/web development firm that will do a specific number of hours per month covering the following services:

- **Website Hosting.** The website maintenance firm shall manage Client's website hosting for up to 10 GB of storage on a dedicated WP Engine server.
- **SSL Certificate.** The web firm will manage and cover all fees related to Client's website SSL security certificate.
- **WordPress Updates.** The web firm will ensure Client's website is running the most up-to-date version of WordPress, allowing it to receive the latest features and modifications, as well as bug fixes, performance improvements and security enhancements released by the WordPress development team. If a website error is related to a hosting server outage, the web firm will not include those hours as part of the monthly maintenance plan.
- **WordPress Plugin Maintenance.** The firm will test available plugin updates to ensure such updates do not cause functionality conflicts within Client's site and perform such updates as necessary.
- **Bug Fixes.** The firm will fix documented bugs impacting Client's site related to technology the site was originally developed for.
- **Database/File Backups.** The web firm will perform regular back up to Client's site. This will allow restoration of Client's site to a functioning version should an issue requiring such restoration arise.
- **Security Scans.** The firm will perform a monthly check on Client's site for security risks and rectify any potential threats
- **Hourly Rate for Requested New Site Features and Code Builds.** The creation of new content or code, design work, or the addressing of bugs pertaining to new technology not contemplated by the original site build will be provided to Client at the hourly rate pursuant to Paragraph 2 "FEES". Such work will not be performed without the consent of Client.

- **Updates for accessibility to ensure compliance with Section 508.** CRC will conduct a Voluntary Product Accessibility Template (VPAT) evaluation each year and the web firm will update the site to adhere to the items listed (this may be a separate billed function and not part of the monthly maintenance plan).

FEES

Community Resource Center asks that proposals list the fees separately for:

- Monthly hosting cost
- Number of hours included in retainer and monthly rate to cover the above services.
- Hourly rate for additional work. Any additional upgrades not covered by the hourly maintenance will be estimated and billed separately. If accessibility upgrades are extensive, then this can be estimated separately and outside of the monthly maintenance costs.

Timeline

This would be a 12-month contract from 1/1/25 - 12/31/25, so please reflect pricing based on a year contract.

Proposal Submission

Please email your proposal by September 30, 2024, to the contact list below. Proposals should include flat-rate pricing quotes, examples of other client site projects, and the detailed experience the company/team has with custom WordPress sites, WooCommerce, accessibility for digital products, and multi-user WordPress sites.

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